

# Changes in Office 2007

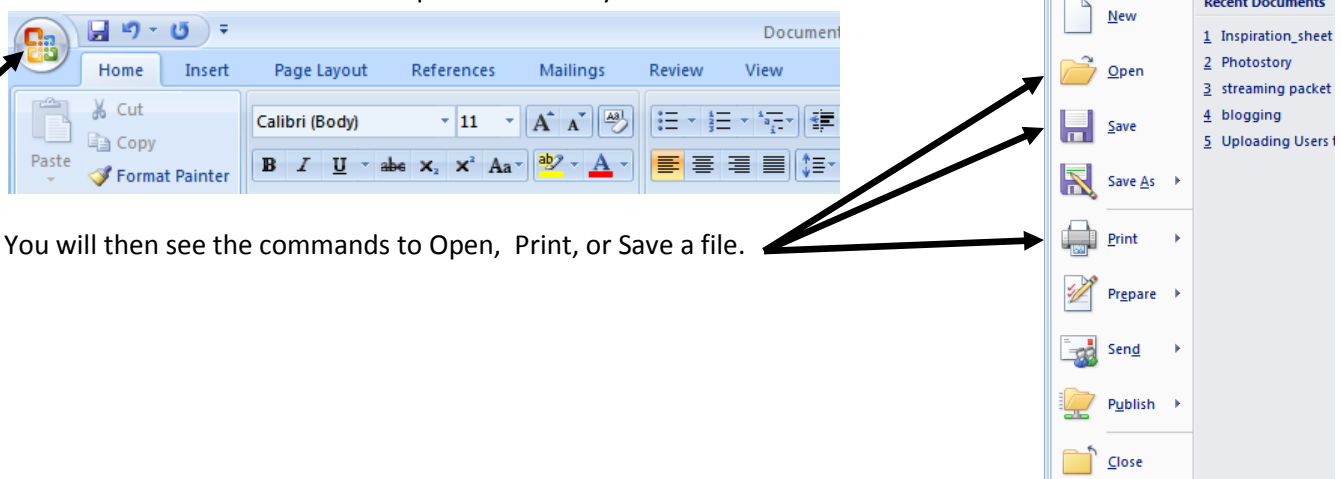
## Why does Office 2007 look so different?

In Office 2007, the top toolbars have been replaced with tabs. Clicking on a different tab will display different options at the top of the screen.



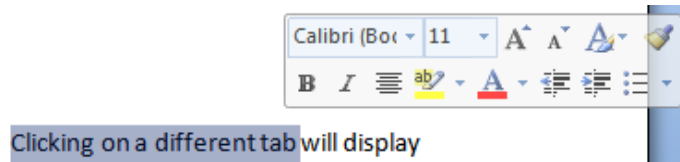
## How do I open, print, or save a file?

Click on the Office Button in the top left corner of your window.



## Quick formatting toolbar

After you highlight some text, a small window will appear to the right of your selected text. Moving your mouse cursor towards the window will make it appear more solid. You can choose some formatting functions such as bold, italics, font, and centering.



## Live Preview

You can also highlight text and scroll over selections in the top toolbar. You will see a live preview of a font, size, or style before you actually select and click it.

## Keyboard shortcuts and right clicking

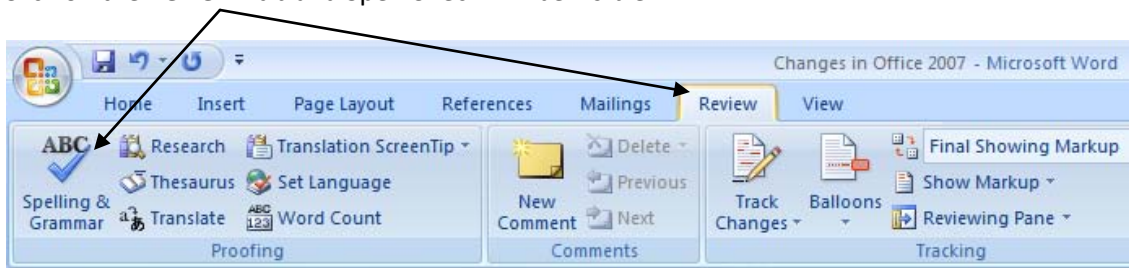
All keyboard shortcuts from Office 2003 are functional in Office 2007. Some of those commands are shown below:

CTRL + C	Copy
CTRL + V	Paste
CTRL + X	Cut
CTRL + U	Underline
CTRL + I	Italic
CTRL + B	Bold
CTRL + Z	Undo

You can still also right click to access functions like cut, copy, and paste .

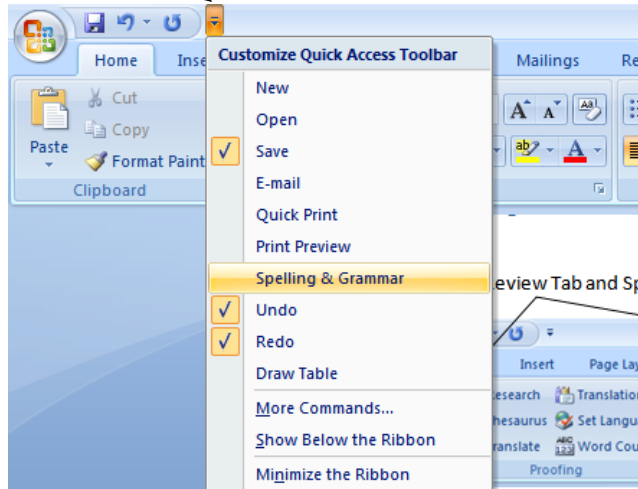
## Where is Spell Check?

Click on the **Review Tab** and Spell Check will be visible.



## Customizing the Quick Access Toolbar

Next to the Office Button is the Quick Access Toolbar. To add other commands to this toolbar, click on the **down arrow** to the right of the toolbar. Click on a command to have it appear in the quick access toolbar.



## Will my old files work in Office 2007

Yes. Office 2007 will be able to open documents made with an older version of Office.

## What should I do if I have an older version of Office at home?

You should save the file in the older format. To do this:

1. Click on the **Office Button**
2. Select **Save As** and choose **Word 97-2003 document**
3. Name the file and Save.

